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POLICE FEDERATION OF ENGLAND AND WALES

RESOLUTION INFORMATION SHEET for Representation in Equality Issues

The Police Federation of England & Wales has designed the Resolution Information Sheet (RIS) to improve the service its representatives give to its members on matters of equality and diversity and to assist in the seamless delivery of advice given both by its representatives and its external solicitors. It should be completed in all cases where you are asked to advise or assist a member and/or negotiate a resolution within an internal Grievance or Fairness at Work Procedure.

The RIS **must** be completed where representatives are advising members who are involved, or are likely to become involved, in Employment Tribunal (ET) proceedings and/or where legal advice or representation may be required.

PLEASE READ EXPLANATORY NOTES PRIOR TO COMPLETION

1. Member's Details

Applicant/Respondent
(delete as appropriate)

Name: Rank

Male/Female Ethnic Classification
(see 16 + 1 classification code below)

Contact Address:
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Contact Tel No: e-mail

Force Number

Date of Joining Annual Salary £.....

White-British	White-Irish	White-Other	
Mixed-White & Black Caribbean	Mixed-White & Black African	Mixed-White & Asian	Mixed-Other
Asian/Asian British-Indian	Asian/Asian British-Pakistani	Asian/Asian British-Bangladeshi	Asian/British-Other
Black/Black British-Caribbean	Black/Black British-African	Black/Black British-Other	Chinese
Other Ethnic Group (Please specify)			Prefer not to say

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2. Representative's Details

Name:

Contact Address:

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Contact Tel No: e-mail

3. Summary of Issue(s) (include relevant times, dates, locations and persons present)

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If necessary please continue on separate sheets

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4. Details of Force Procedures (including any grievance/discipline investigations, interviews, dates, persons present and resulting action)

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5. Details of Witnesses (indicating if statements are/will be available to you)

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6. Details of Documentation or other evidence (include use of Statutory Questionnaires, requests for Further & Better Particulars and any application for disclosure)

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7. What does the member want to achieve by pursuing this matter? (include details of any resolution strategy proposed or being pursued)

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If necessary please continue on separate sheets

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It is important that this section of the Resolution Information Sheet is completed if you are representing members involved or likely to become involved in Employment Tribunal proceedings and who may require legal representation.

8. Tick box to indicate on what grounds the Applicant believes that the treatment amounts to unlawful discrimination. (remember that the treatment may be unfair, but it is unlawful only if the member suffers a detriment on grounds prohibited by the anti-discrimination legislation).

Sex	Married status	Race/ethnic origin
Sexual orientation	Religion/belief	Disability

9. Has an application (IT1) been made to the Tribunal? (Yes/No)
(remember the time limit of 3 calendar months less 1 day from the date of the last alleged discriminatory act)

Applicant: If yes: What date was it registered.....

If no: What is the last date for it to be registered?

Respondent: If yes:

What date was it registered?

Was it registered within the time limit?(Yes/No)

If no: date of last alleged discriminatory act?

Notice of Appearance (IT3) completed?(Yes/No)

If no: date for 21day time limit?

10. What detriment has the member suffered because of this treatment?
(Applicant only: include any loss of career prospects, additional expenses, financial loss, or injury to feelings. This will be used to assess the cost, merits and benefits of the case when deciding to provide legal funding)

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11. Additional Information (e.g. include any other legal advice requested or proceedings being taken regarding these issues)

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Remember: The Representative should retain the original RIS for the addition of further information. Copies of the RIS and other documentation should be provided to the member and forwarded with the application for legal advice/representation.